Schedule Change Request Form



Student Name	Grade Date
Desired Change	Required Paperwork
Drop AP class	Note/email from parent
Honors to AP; Standard to Honors	Note/email from parent; teacher & DC signature
Add Teacher Aide	This; TA form signed by teacher and student
AACC class(es)	Registration form; note/email from parent
To leave campus	Note/email from parent
To work/internship	Note/email from employer/internship site and

- In accordance with Board Policy, all changes need administrative approval.
- For fall 2016, the Schedule Change window closes on September 2.
- Not all requests can be honored.

Change electives

Drop any level of a core course (English,

math, social studies, science or WCL)

• If you're in the building, you're in class, except for special cases. *Teacher aides will be assigned only when there is no class that a student can take that period.* If you don't want to be in a class, then you are not in the building. Once you leave school for the day, you can't come back, unless it is to take a class.

Note/email from parent and teacher

Note/email from parent

• Students should not go to the new class until they are given a new schedule with the new class on it. Keep going to the old class.

1. I want to drop:	I want to add:
2. <u>Specific</u> reason for request:	
3. Parent Signature	Teacher Signature
DC Signature	
4. Request dispensation from administration	Approved Not Approved
ounselor Notes:	Change made on